



State of Louisiana
DIVISION OF ADMINISTRATION
OFFICE OF STATE TRAVEL

M. J. AMIKE® FOSTER, JR.
GOVERNOR

MARK C. DRENNEN
COMMISSIONER OF ADMINISTRATION

LA CARTE MEMORANDUM 02-001

DATE: February 20, 2002

**TO: All Department Heads
Agency "LaCarte" Program Administrators**

**FROM: Jimmie Sanders
Assistant Director, Office of State Purchasing
State "LaCarte" Program Administrator**

RE: Duties and Responsibilities of "LaCarte" Administrators

The Louisiana LaCarte Purchasing card program was first introduced to 6 pilot agencies in August of 2000. Since that time our program has grown to 15 fully implemented agencies with 4786 cardholders and a total dollar volume of \$14,402,702.85. We are continuing to implement the program to new agencies.

Department Heads and Program Administrators must be reminded of their commitment and responsibilities in the La Carte card program. State Policy requires that those who utilize the program abide by the policy guidelines, which defines the duties and responsibilities of the Department Head and the Agency Program Administrator. I encourage you to frequently review these duties and responsibilities to ensure that you and your agency are in conformity of the mandates of the program. The State Policy is available on our website at: www.state.la.us/osp/LaCarte/LaCarte-Intro.htm.

Please perform routine post audits to determine that purchases under this program meet State Purchasing Card Program policies and procedures. Infospan is the reporting tool that will assist you in reviewing your employee's transactions. You should look for areas of abuse such as non-authorized purchases, personal purchases and purchasing trends that could be improved.

If you have any questions please do not hesitate to contact this office. Your continued comments and support will maximize the potential of this card program.